

RISK ASSESSMENT FORM

EVENT OR ACTIVITY: Meetings (Village Hall Trustees and Parish Council) during Covid-19 pandemic		DATE: See noticeboards	
Hazard/Activity	What could happen?	Who could be hurt?	Action taken to minimise risk
Queuing to access building	COVID-19 can be spread by droplets from the mouth or nose and transferred to each person when in close proximity to each other.	All attending the meeting	Maintain 2m social distancing. Wear face mask/covering if possible.
Entering/Exiting the building	COVID-19 can be spread by droplets from the mouth or nose and transferred to each person when in close proximity to each other.	All attending the meeting Cleaner	Operate a one-way system. Avoid touching railings/doors. Hand sanitisers available to use. Open doors ahead of meeting and close when everyone has left the building. Cleaning of handles will be carried out before and after the meeting at appropriate times.
Attending a meeting	COVID-19 can be spread by droplets from the mouth or nose and transferred to each person when in close proximity to each other.	All attending the meeting	The hall will be set up ahead of the meeting to allow for social distancing. Chairs are not to be moved. Numbers will be restricted if necessary, to maintain social distancing. Wear face mask/covering if possible. Register of attendees will be kept for contact + trace should it be needed.
Use of toilet facilities	COVID-19 can be spread by droplets from the mouth or nose and transferred to each person when in close proximity to each other.	All attending the meetings Cleaner	Will remain closed for the duration of the meeting. Only to be used in an emergency – hand wash and paper towels will be provided. Cleaning will be carried out before and after the meeting at appropriate times.
Chairs and tables	COVID-19 can be spread by droplets from the mouth or nose and transferred to each person when in close proximity to each other. These can cause clutter and people could trip over or bump into them causing injury. They could also fall onto people if they are not stacked correctly.	Volunteers Village Hall users	Table and chairs will be set up to maintain social distancing before the meeting. Avoid trip hazards. All tables and chairs will be stacked up appropriately after meeting and after being cleaned. Stack chairs neatly 5 high and use the wheeled chair device to move the chairs. Do not drag or attempt to carry chairs any distance.
Outdoor steps	COVID-19 can be spread by droplets from the mouth or nose and transferred to each person when in close proximity to each other.	Volunteers Village Hall users Cleaner Maintenance	Have lighting on when necessary. Ensure steps are kept clear and clean. Only used for entering the building. Avoid touching railings if possible.

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	These are hard and people could be injured if they trip and fall on them		Open the door wide and clip it back to the wall.
Fire	People could become trapped during a fire which can be fatal.	Volunteers Village Hall users	All fire exits must be clearly labelled. Keep fire exits clear and unlocked at all times when users are in the building. Fire extinguishers checked regularly and positioned in appropriate locations. Assembly areas are clearly indicated. No smoking or naked flames in the village hall building, kitchen, cupboard, toilets or Green room.

Signed risk assessment assessor: Teresa Sanderson

Signed Village Hall Representative:

Date: 10th July 2020

Date: